



Montana Secretary of State
Information Management System

ACCOUNT REGISTRATION

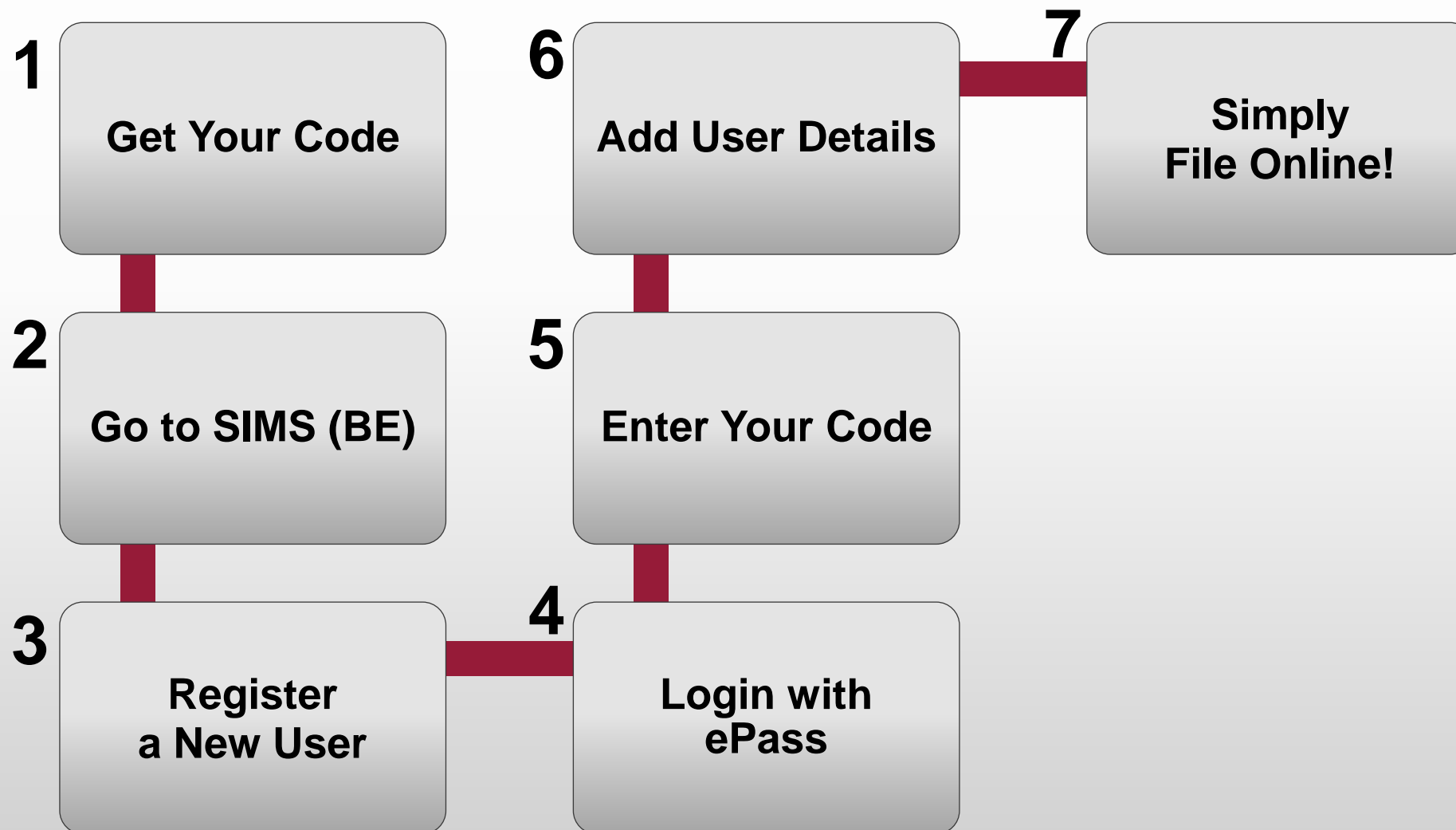
For Registered Agents with a **SECURITY ACTIVATION CODE**



Montana Secretary of State
Information Management System

Account Registration

For Registered Agents with a **SECURITY ACTIVATION CODE**



Account Registration

For Registered Agents with a **SECURITY ACTIVATION CODE**

STEP 1: Get Your Code

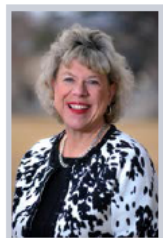
- Check your mailbox to receive your **SECURITY Activation Code.**

I did NOT receive a SECURITY Activation Code.

Why did I receive MULTIPLE Activation Codes?

- You must have **Authority** to access SIMS (BE) and file online.

What is Authority?



Dear Business Customer,

I'm pleased to announce that we are updating our business filing system to allow for online business registration and management.

The Secretary of State Information Management System (SIMS) Business Entity system will allow you to file and maintain all of your business documents online 24/7 from the convenience of your home or office. Save time, money, and get results in minutes instead of weeks.

To get started after launch, you will need the following SECURITY ACTIVATION CODE to establish your account.

SECURITY ACTIVATION CODE: XXXXXXXXXXXX

This code is unique to you for the *businesses you represent* and **will be required** for online registration.

I have included more information about SIMS (BE) in this mailer. Please feel free to contact us directly with any questions you may have.

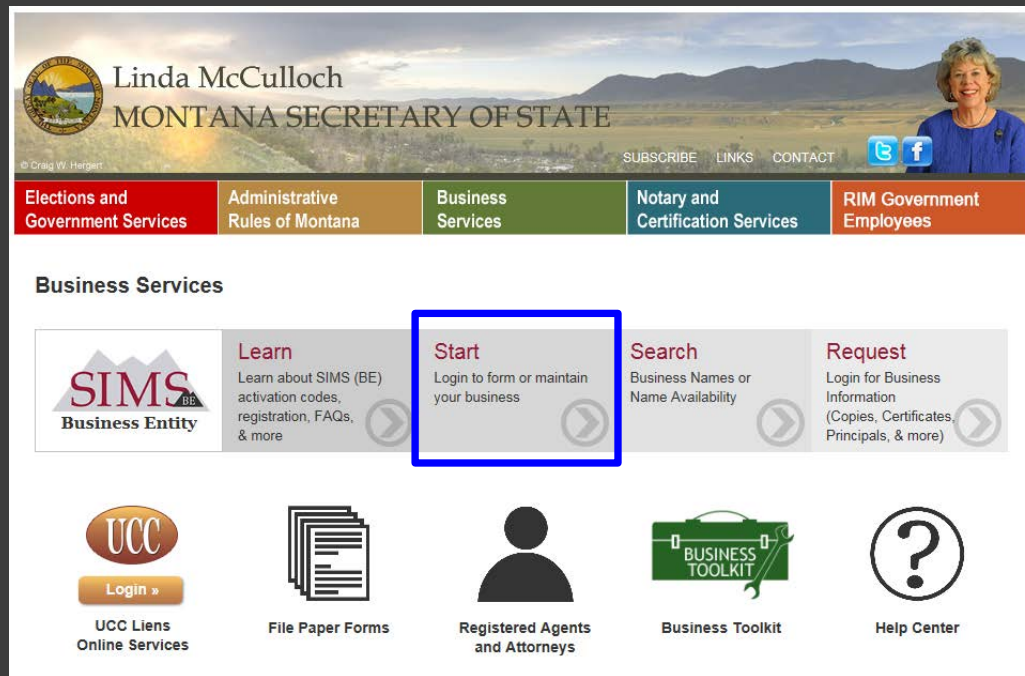
@SOSMcCulloch (406) 444-3665
 sosbusiness@mt.gov www.sos.mt.gov

Account Registration

For Registered Agents with a **SECURITY ACTIVATION CODE**

STEP 2: Go to SIMS (BE)

- From **sos.mt.gov**, select **Business Services**.
- From the **Business Services** website, click on the **Start** box in the middle of the page to access **SIMS (BE)**.



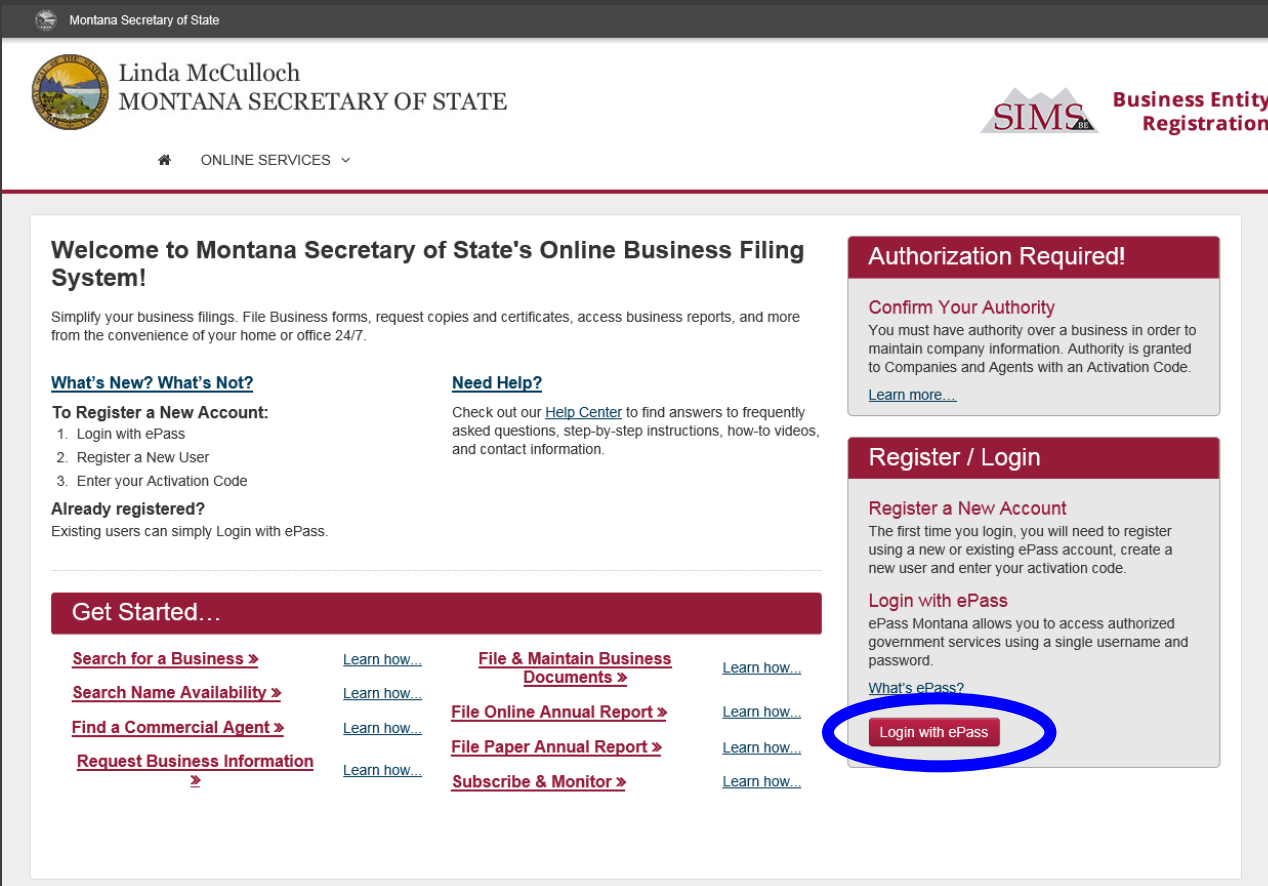
Account Registration

For Registered Agents with a **SECURITY ACTIVATION CODE**

STEP 3: Register a New User

- From the **SIMS (BE)** website, click **Login with ePass** on the bottom right of the screen under **Register / Login**.
- You will be redirected to **ePass**.

I did NOT get redirected back to SIMS (BE).



Montana Secretary of State

Linda McCulloch
MONTANA SECRETARY OF STATE

SIMS Business Entity Registration

ONLINE SERVICES

Welcome to Montana Secretary of State's Online Business Filing System!

Simplify your business filings. File Business forms, request copies and certificates, access business reports, and more from the convenience of your home or office 24/7.

What's New? What's Not?

To Register a New Account:

1. Login with ePass
2. Register a New User
3. Enter your Activation Code

Already registered?
Existing users can simply Login with ePass.

Need Help?
Check out our [Help Center](#) to find answers to frequently asked questions, step-by-step instructions, how-to videos, and contact information.

Get Started...

Search for a Business »	Learn how...	File & Maintain Business Documents »	Learn how...
Search Name Availability »	Learn how...	File Online Annual Report »	Learn how...
Find a Commercial Agent »	Learn how...	File Paper Annual Report »	Learn how...
Request Business Information »	Learn how...	Subscribe & Monitor »	Learn how...

Authorization Required!

Confirm Your Authority
You must have authority over a business in order to maintain company information. Authority is granted to Companies and Agents with an Activation Code.
[Learn more...](#)

Register / Login

Register a New Account
The first time you login, you will need to register using a new or existing ePass account, create a new user and enter your activation code.

Login with ePass
ePass Montana allows you to access authorized government services using a single username and password.
[What's ePass?](#)

Login with ePass

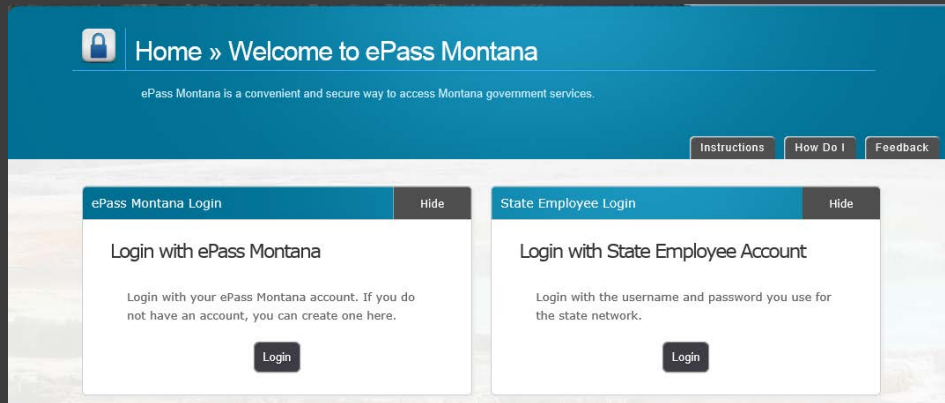
Account Registration

For Registered Agents with a **SECURITY ACTIVATION CODE**

STEP 4: Login with ePass

- From **ePass**, select **Login with ePass Montana**.
- Then, **Login with an Existing User Account**, or **Create a New User Account**.
- Enter **ePass** account information.
- **ePass** will redirect you back to SIMS (BE).

I am also a State Employee. How should I login?



Home » Welcome to ePass Montana

ePass Montana is a convenient and secure way to access Montana government services.

Instructions How Do I Feedback

ePass Montana Login Hide

Login with ePass Montana

Login with your ePass Montana account. If you do not have an account, you can create one here.

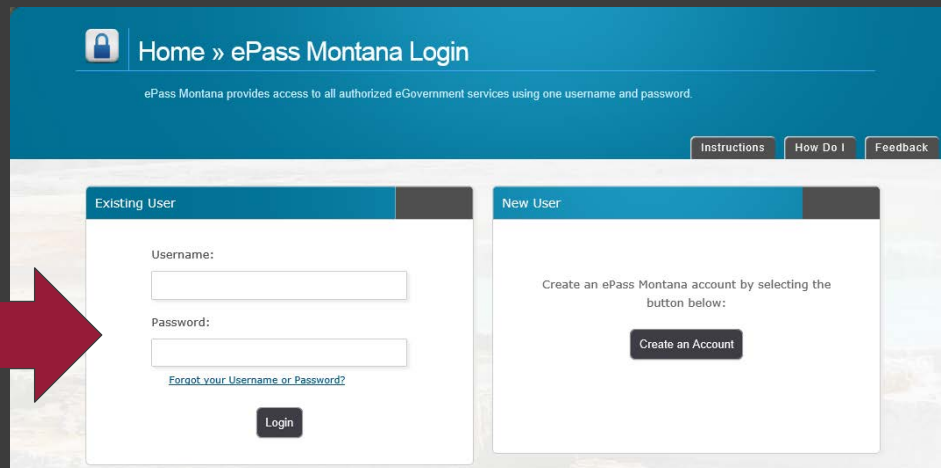
Login

State Employee Login Hide

Login with State Employee Account

Login with the username and password you use for the state network.

Login



Home » ePass Montana Login

ePass Montana provides access to all authorized eGovernment services using one username and password.

Instructions How Do I Feedback

Existing User

Username:

Password:

[Forgot your Username or Password?](#)

Login

New User

Create an ePass Montana account by selecting the button below:

Create an Account



Account Registration

For Registered Agents with a **SECURITY ACTIVATION CODE**

STEP 5: Enter Your Code

- From SIMS (BE), select the option:
*'I received a **SECURITY Activation Code**'*
- Enter your **SECURITY Activation Code**.
- Click **Continue**.

Security Activation code

New User Account


Please select from the following options.

☒ I received a **SECURITY** Activation Code ☐ I did not receive a **SECURITY** Activation Code

Activation Code *

720252953510405566 x

[Cancel](#) [Continue](#)

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Account Registration

For Registered Agents with a **SECURITY ACTIVATION CODE**

STEP 6: Add User Details

- Enter **User and Contact Details** to Register a New User with **SIMS (BE)**.
- Required fields are marked with an asterisk (*).
- Click **Create**.

Register New User

☐ I also want to create an Organization

User Details

Title *

First Name *

Middle Name

Last Name *

I use the following for navigation *

Contact Details

Email Address *

Confirm Email *

Telephone Number

Country	Area	Phone	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fax

Country	Area	Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Mobile Number

Country	Area	Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Physical Address

Country

Zip/Postal Code *

Address


City *

State/Province *

Postal Address

☒ Postal address is the same as physical address

[Cancel](#) [Create](#)

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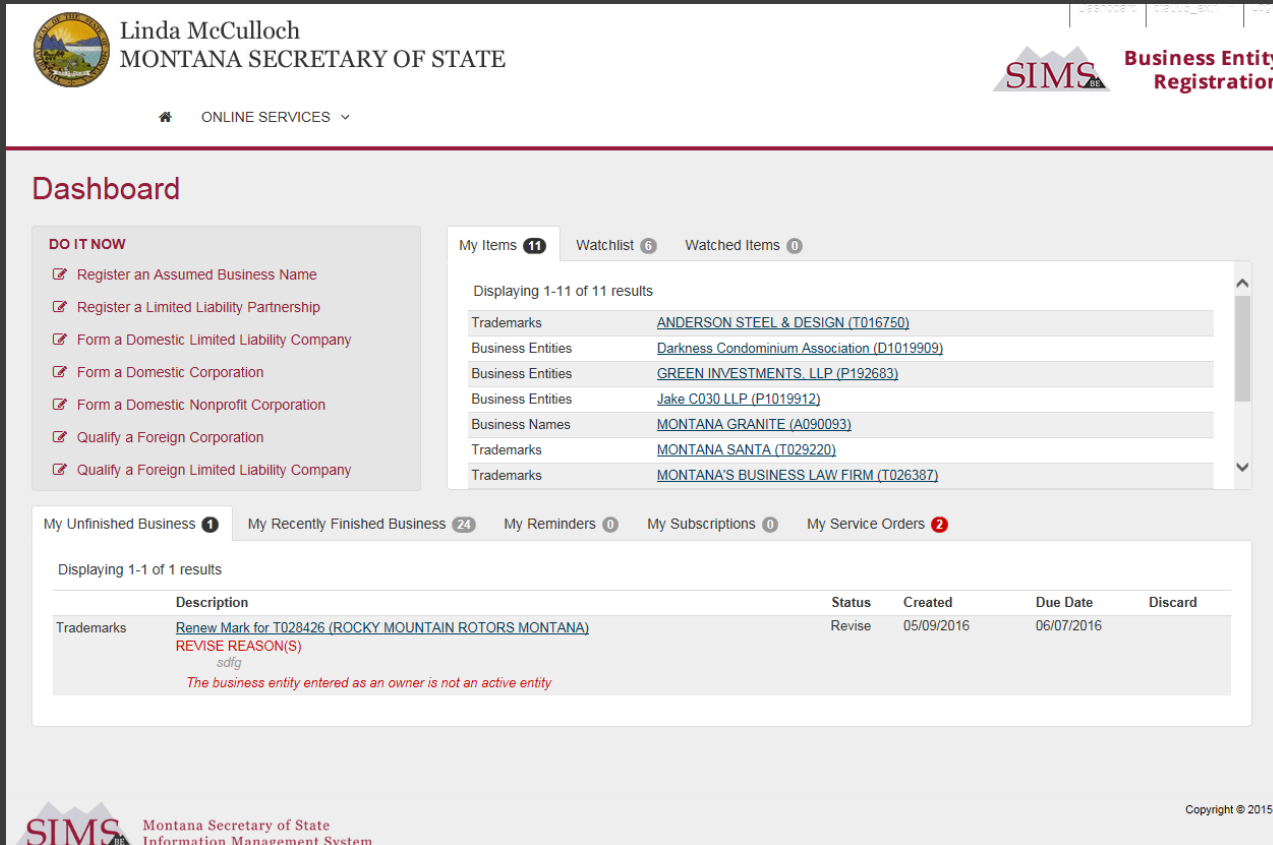
Account Registration

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STEP 7: Simply File Online!

- Welcome to SIMS (BE)!
- You can **View and Maintain Entities** you have been granted authority to from the 'My Items' tab on your **Dashboard**.

Check out our [Help Center](#) to learn more about how to get started.



The screenshot shows the SIMS Business Entity Registration dashboard. At the top, it identifies the user as Linda McCulloch, Montana Secretary of State. The dashboard includes a 'DO IT NOW' section with links to register various business types. The 'My Items' tab is active, displaying a list of 11 items. Below this, the 'My Unfinished Business' section shows a table with one item: 'Renew Mark for T028426 (ROCKY MOUNTAIN ROTORS MONTANA)'. The table has columns for Description, Status, Created, Due Date, and Discard. A note at the bottom of the table states: 'The business entity entered as an owner is not an active entity'.

Dashboard

DO IT NOW

- Register an Assumed Business Name
- Register a Limited Liability Partnership
- Form a Domestic Limited Liability Company
- Form a Domestic Corporation
- Form a Domestic Nonprofit Corporation
- Qualify a Foreign Corporation
- Qualify a Foreign Limited Liability Company

My Items 11 **Watchlist** 6 **Watched Items** 0

Displaying 1-11 of 11 results

Trademarks	ANDERSON STEEL & DESIGN (T016750)
Business Entities	Darkness Condominium Association (D1019909)
Business Entities	GREEN INVESTMENTS, LLP (P192683)
Business Entities	Jake C030 LLP (P1019912)
Business Names	MONTANA GRANITE (A090093)
Trademarks	MONTANA SANTA (T029220)
Trademarks	MONTANA'S BUSINESS LAW FIRM (T026387)

My Unfinished Business 1 **My Recently Finished Business** 24 **My Reminders** 0 **My Subscriptions** 0 **My Service Orders** 2

Displaying 1-1 of 1 results

	Description	Status	Created	Due Date	Discard
Trademarks	Renew Mark for T028426 (ROCKY MOUNTAIN ROTORS MONTANA) REVISE REASON(S) sdfg <i>The business entity entered as an owner is not an active entity</i>	Revise	05/09/2016	06/07/2016	

SIMS Montana Secretary of State
Information Management System

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Linda McCulloch
MONTANA SECRETARY OF STATE

DID you know?

Our office
currently processes
~315,000
paper business
filings a year.



Time for an upgrade!

Our current
paper-based
legacy business
system was
created in

1977



Today filing a
typical paper
business
document may
take **weeks** to
complete

After launch,
you'll be able to
do it online in
minutes!



QUESTIONS?



@SOSMcCulloch



(406) 444-3665



sosbusiness@mt.gov



www.sos.mt.gov

Frequently Asked Questions

■ Why did I receive multiple activation codes?

There are several reasons why an entity may receive multiple activation codes.

- 1. If you own a business and are also a registered agent you will receive two activation codes one for your business and the other as a registered agent for the entities you represent.*
- 2. In addition, depending on how your name is registered with our office or the way the address is displayed may result in you receiving multiple activation codes.*
- 3. If you received an orange activation code notice, you will also receive a blue activation code notice to activate your registered agent authority.*

Frequently Asked Questions

- I do NOT have an activation code. What should I do?
 - *If you do not receive an Activation Code mailer by the launch date, please check with your registered agent or service company prior to contacting our office.*
 - *If you misplaced the notice you received, please email (sosbusiness@mt.gov), fax (406.444.3976) or mail, on your company letterhead, the following information:*
 - Business Name
 - Position/Role You Hold in Regards to the Business (e.g., Officer, Director, Member, Partner, Owner, Registered Agent, etc.)
 - Preferred Return Method for Activation Code: Email Address, Mailing Address or Fax Number
 - Contact Name and Phone Number.
 - Signature of Authorized Individual Making the Request
 - *You must have an ePass account and SIMS (BE) account setup prior to us granting you authority through the new business filing system.*



Linda McCulloch
MONTANA SECRETARY OF STATE

DID you know?

Our office
currently processes
~315,000
paper business
filings a year.



Time for an upgrade!

Our current
paper-based
legacy business
system was
created in

1977



Today filing a
typical paper
business
document may
take **weeks** to
complete

After launch,
you'll be able to
do it online in
minutes!



QUESTIONS?



@SOSMcCulloch



(406) 444-3665



sosbusiness@mt.gov



www.sos.mt.gov